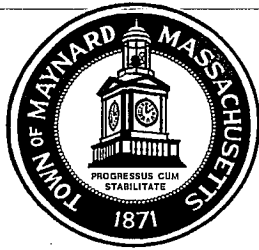




AGENDA
Maynard Board of Selectmen's Meeting
October 2, 2012
Town Building—Michael J. Gianotis Meeting Room (No. 201)
Regular Meeting Time: 7:00pm

(All public meetings may be recorded, broadcast and or videotaped)

1. Call to order (7:00)
2. Pledge of Allegiance
3. Public Discussion
4. Acceptance of Minutes – September 18, 2012
5. Correspondence
 - a.) Alcoholic Beverages Commission Seminar – Chelmsford
 - b.) Maynard Fest 2012 Flyer
 - c.) Kevin Sweet, Assistant TA/Exec. Dir. Monthly Report
 - d.) DPW Monthly Report
 - e.) Facilities Monthly Report
 - f.) Maynard Business Alliance Meeting Minutes
 - g.) MSBA Grant Payment 8/30/2012
 - h.) Letter from Jim Fulton re: Maynard Road Race
 - i.) Richard Bottino retiring notification letter
 - j.) Community Innovative Challenge Grant Reports



Draft minutes for September 18, 2012

OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1001 Fax: 978-897-8457

Selectmen's Meeting Minutes

Tuesday, September 18, 2012

Room 201, Town Hall

Time: 7:00 pm

Present: Chairman Dawn Capello, Selectman Brendon Chetwynd, Selectman David Gavin, Selectman Mick Hurrey and Town Administrator, Michael Sullivan and Becky Mosca. **Absent** Selectman James Buscemi.

Pledge of Allegiance

Public Discussion

Maynard Police Sergeant Michael Noble comment to Board that the (Sergeant to Chief) to work into the position of chief in the past has had no problem. So, why wasn't he notified about any changes this time to the process and why the change that sergeants did not have a chance to be interviewed? Chair Capello said the qualifications had not changed during the process despite rumors.

"I want you to feel good about your position in Maynard in the future"

Appointment of Police Chief, Chief Mark Dubois

Assist Town Clerk, Cathy Berard swore Chief Mark Dubois in as the new Chief.

Appointment of Firefighter Angela Lawless

Assist Town Clerk, Cathy Berard swore Maynard Firefighter Angela Lawless in as the new Firefighter.

Service Anniversary for Mark Tomyl 20 years of service to the Town of Maynard.

Board of Selectmen read service acknowledgement to Maynard firefighter Mark Tomyl.

Service award

Town of Maynard

Given this 18th day of September, the Town of Maynard awards this service award in recognition of your Twenty Years of exemplary accomplishments and dedication to the Maynard Fire Department.

MARK TOMYL

Motion made by Selectman Hurrey to approve the minute for the September 4, 2012 meeting. Second by Selectman Chetwynd. Vote 4-0. **Motion approved.**

List of Correspondences

- a) Facilities Department, Monthly report, August 2012
- ~~b) Fire Department, Monthly report, August 2012~~
- c) Treasurer / Collector Monthly Report, August 2012
- d) Letter to Civil Service Unit dated Sept 11, 2012
- e) Letter from Main Street Liquors dated August 25, 2012
- f) MAPC, Professional Technical Planning Assistance dated August 15, 2012
- g) Email from Senator Jamie Eldridge
- h) Maynard Business Alliance, Membership Application
- i) Event for Doug Robinson

Motion made by Selectman Gavin to approve the list of correspondences as shown. Second by Selectman Hurrey. Vote 4-0. **Motion approved.**

Consent Agenda

- a) One Day License Maynard Fest – Pleasant Café Beer & Wine
- b) One Day License Maynard Fest – Halfway Café Beer & Wine
- c) One Day Block Part, Chandler / Elmwood Street, October 6, 2012

Motion made by Selectman Chetwynd to approve the consent agenda as shown. Second by Selectman Hurrey. Vote 4-0. **Motion approved.**

Clock Tower Licenses (2) Clock Tower & Lily Friedman (1), Acton Boxboro Friends of Music (1).

Motion made by Selectman Chetwynd to approve the One-Day license at 8 Clock Tower for Lily Friedman, Bar Mitzvah being held at the Clock Works Café' on November 12, 2012. From 7:00 pm until 11:00 pm. Second by Selectman Gavin. Vote 4-0. Motion approved.

Motion made by Selectman Chetwynd to approve the One-Day license at 8 Clock Tower for Acton Boxboro Friends of Music fundraiser. The event will be held on October 13, 2012 from 7:00 pm until 11:00 pm. Second by Selectman Gavin. Vote 4-0. Motion approved.

Abatement I.D. # 378-1 approved by Timothy Mullally, DPW.

Motion made by Selectman Chetwynd to approve I.D. # 378-1 for \$21.80 customer billed twice for water. Second by Selectman Gavin. Vote 4-0. Motion approved.

Remove Water Restriction BOS had added back on May 1, 2012. Approved by Timothy Mullally, DPW.

Motion made by Selectman Chetwynd to approve the removal of the level 3 water restriction from May 1, 2012. Second by Selectman Hurrey. Vote 4-0. Motion approved.

Revolving Fund Increase for Plumbing Inspector.

Motion made by Selectman Chetwynd to approve the revolving fund increase for the plumbing inspector account fund 3020.0243.511002 limit was \$20,000.00 new limit is \$45,000.00 for fy2013. Second by Selectman Hurrey. Vote 4-0. Motion approved.

CPA Proposal discussion for BOS proposal.

- Veteran housing
- Tobin Park
- Master Plan at School campus
- Memorial Park

TA will work with Chair and write applications to submit to CPC.

Updates on Job Postings

- a) Police Chief, hired Mark Dubois, start date. **October 1, 2012 start date.**
- b) Town Accountant, job posted with MMA, final date for applications is September 10, 2012. ATA, Kevin Sweet and team will interview candidates. Plan for a start date is October 15, 2012.

- c) DPW Superintendent, Interim Strategy. BOS signed MOA agreement for (3) DPW employees for \$30 per day on the job. TA, Mike Sullivan and Sel. Hurrey will finalize the job description for posting.

Special Town Meeting

Motion made by Selectman Chetwynd to approve the request for a Special Town Meeting on Tuesday, October 16, 2012 at 7:00 pm here at Town Hall in Room 101 in the Lower level. Second by Selectman Gavin. Vote 4-0. Motion approved.

Date set: October 16, 2012 (Tuesday)

Time: 7:00 PM

Place: Town Hall, Room 101

EPG Solar update

Addendum to the contract: The change is the way the net meters work. It means the Town will receive about \$68000.00 more over the 10-year period.

Town Administrator's Report

- **Police Chief Search**
- **Solar Array update, amendment**
- **MAPC Regional Transportation Initiative (CIC Grant)**
- **TCS of America: audit of telecommunications**
- **Maynard Country Club Re-use Committee;**
- **Maynard Contributory Retirement Board**
- **Reo/Coolidge**
- **Software Permits & license for Municipal Services**
- **MASS Development**

Old/New business

Selectman Gavin reported that the retirement party was X-Chief Corcoran was well attended and wanted to send his thanks to the committee that put the party on. The MBA event for the Sip & Stroll in December. He is hearing news around town about this lighting and choir's event for the town. Business meeting in late September for the upcoming budget. Trends and process.

Selectman Chetwynd comment, add the budget for FY14 on the agenda October 2nd meeting. Budget Sub-Committee. Send all comments to Chair Dawn Capello. Charter update- Per legal counsel, time line – issue we need final to Town Clerk 6 months before annual town meeting, BOS needs to hold Public hearing regarding the new charter.

Selectman Hurrey comments, glad to hear about the Sip & Stroll tree lighting and that the school music department is in contact with the MBA
Can we use the connect CTY for the Oktoberfest event?

Draft minutes for September 18, 2012

Trends, request to make sure we have a process in place so that the issue doesn't happen again

Chair Capello, comments survey from the Maynard Community Life Center has a survey that is in process to be mailed out to every household. They want the town's feedback.

Request to the Department Staff, would like to see monthly reports from:

All Departments,

Please include, Steve Woods

Town Accountant and Assessors Office.

BOS needs to work on the Town Administrators contract.

Adjourn

Motion to adjourn made by Selection Chetwynd. Second by Selectman Gavin. Vote 4-0.

Motion approved.

Time: 10:00 pm

Approved: _____

Date:

Selectman, Chetwynd, Clerk

Initials: BJM

Becky Mosca

From: Lordan, Lisa (TRE) <lisa.lordan@state.ma.us>
Sent: Friday, September 21, 2012 11:30 AM
To: Acton; Amesbury; Andover; Salisbury; Ashland; Ayer; Belmont; Beverly; Burlington; Cambridge; Carlisle; Ashby; Everett; Lexington; Lynn; Marlborough; Methuen; Haverhill; Lawrence; Malden; Newburyport; Melrose; Peabody; Concord; Dracut; Dunstable; Essex; Framingham; Georgetown; Gloucester; Nahant; Groveland; Hamilton; Holliston; Hopkinton; Lincoln; Littleton; Lowell; Danvers; Manchester; Marblehead; Medford; Salem; Saugus; Topsfield; Arlington; Bedford; Billerica; Boxborough; Boxford; Ipswich; Lynnfield; Rockport; Swampscott; Chelmsford; Groton; Hudson; Becky Mosca; Merrimac; Middleton; Newbury; North Andover; Rowley; Wenham; West Newbury
Subject: ABCC Local Licensing Authorities Meeting-Chelmsford

The Alcoholic Beverages Control Commission will be conducting an outreach seminar for all Local Licensing Authorities in Essex County and Middlesex County. The seminar will be held on Thursday, September 27, 2012 at 11:00 a.m. at the Chelmsford Police Station at 2 Olde Road North, Chelmsford, MA. We will discuss the ABCC's upcoming e-licensing software, the application process and renewals, as well as the ABCC interactive website. The seminar will be followed by an open Q&A session.

Please log on to our website www.mass.gov/abcc:

- Click "Outreach Registration"
- Fill out the form
- Email Reference Code: **Chelmsford**

We look forward to seeing you,
Lisa Lordan

Lisa Lordan

Assistant to the Commission
Commonwealth of Massachusetts
Alcoholic Beverage Control Commission
239 Causeway St 1st Floor
Boston, Ma. 02114
Phone:(617)727-3040 x729
Fax:(617)727-1510
E-mail: llordan@tre.state.ma.us
Website: www.mass.gov/abcc

Assabet Valley Chamber of Commerce presents

Maynard Fest 2012

Saturday, October 6th • Downtown Maynard • 9 am to 3:30 pm.

Maynard Rotary Club Oktoberfest with Fireworks at Clock Tower Place from 4 to 8:15 pm

20 years of celebrating community, commerce & culture!

our generous sponsors...

Baystate Municipal Accounting Group

Boyd Coatings Research Co. • Maynard Dental Associates

Middlesex Savings Bank

ASC Mechanical • Beacon Villager (Wicked Local) • Foley Floor & Tile

H. Thomas Babaian CPA • Levine & Piro, Attorneys at Law

McWalter-Volunteer Insurance • Prudential Prime Properties • The Paper Store

Robert Kilkenny CPA • Citizens Bank • David Griffin Photography • Dunn Oil

Friends of the Maynard Library • Law Offices of Blaine DeFreitas

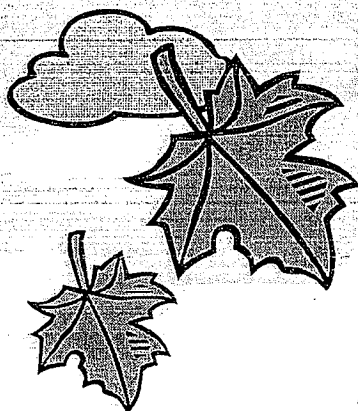
info@assabetvalleychamber.org

978.568.0360

Facebook: Maynard Fest2010

Free Entertainment at Memorial Park

9:00 am	MA Brazilian Jiu Jitsu
9:15 am	Steel Drum
10:30 am	The Movement Center (Dance)
10:45 am	Joy Walsh & Keith Jacques (folk, rock, alt)
11:45 pm	Miss Tricia's Dance Studio
12:00 pm	L & M Rhythm Kings (Jazz & World Music)
1:15 pm	Mister Vic (for the kid in you)
2:15 pm	Shoot the Cat (country, alt)
3:30 pm	Fest Closes



At Clock Tower Place

9 am to 1 pm

Maynard Farmers' Market

Fruit, vegetables, cheese, eggs, chicken, meat, baked goods, coffee, honey, flowers, Shuckin' Truck & Music.

4 pm to the last ka-boom...

Annual Maynard Rotary Club Oktoberfest at the Mill Pond. Beer Garden, Fantastic Food & Kids' Amusements.

FIREWORKS over the Mill Pond at dark (approx. 7:45 pm).

Visit these members & government agencies for special promotions & sidewalk sales! Anytime Fitness, Assabet Valley Regional HS, Beacon Villager Newspaper, Boys & Girls Club, CAC Digital, Citizens Bank, Clock Tower Place, Emerson Hospital, Foley Floor & Tile, Frick & Frack, Friends of the Maynard Public Library, Habitat for Humanity, Maynard Community Chest, Maynard Dental Associates, Maynard Fire Dept., Maynard Education Foundation, Maynard Food Coop, Maynard Public Schools, Maynard Rotary Club, Middlesex Savings Bank, OARS, Prudential Prime Properties, Ray & Sons Cycle and Ski, & The Paper Store.

Don't Forget: Live Music @ Morey's after the Fireworks!

Free Family Friendly Activities

All day, unless otherwise indicated!

Alpacas in the Park

Climb to the Top of the Tower

(11 am to 1 pm)

Discovery Museum Activities & Facepainting

@Middlesex Savings Bank

Happy Wagon Rides

Inflatables on the Garage until 3 pm.

w/ the Boys & Girls Club of Assabet Valley

Maynard Fire Dept. Open House ('til 2 pm)

Friends of the Maynard Public Library

Used Book Sale...Sat (10 am-3 pm),

Sun (12-3 pm). Donations welcome

until October 4th.

Maynard Farmers' Market ('til 1 pm)

Fruit, vegetables, cheese, eggs, chicken, meat, baked

Goods, coffee, honey, flowers, Shuckin' Truck & Music.

Pumpkin Painting, Maynard Trivia & WAVM

@Prudential Prime Properties ('til 2 pm)

Congregational Church Bake & Yard Sale

Festival Fare on the Street...Lobster & Scallop Rolls, Fish Tacos, Sausage, Chicken Teriyaki, Steak Tips, Hot Dogs, Burgers, Chicken Fingers, Hand-Cut French Fries, Fried Dough, Ice Cream & Italian Ice. Also, there are dozens of interesting & ethnic downtown eateries.

Restrooms & Wash Station:

- Maynard Public Library (Nason St.)
- Memorial Park (corner of Nason & Summer Streets)
- Intersection at Main & Nason Streets
- Wash Station at Middlesex Savings Bank

Committee Members: Melissa Levine (Levine & Piro, Attorneys at Law), Laura Weinstein (Maynard Farmers' Market), Bob Larkin (Maynard Rotary Club), Paula Copley & Marlene Thomas (Middlesex Savings Bank), Becky Mosca (Town of Maynard) & Sarah Cressy (Assabet Valley Chamber of Commerce)

Festival Information Table at Memorial Park

Maynard Fest Goes On: Rain or Shine
Oktoberfest's Raindate (at CTP), October 7th
(Oktoberfest Hotline: 978.265.4668)

978.568.0360

info@assabetvalleychamber.org

Find on Facebook: Maynard Fest 2010

Assabet Valley Chamber of Commerce...
representing, promoting, educating &
networking members since 1986.





TOWN OF MAYNARD
Office of Municipal Services
MUNICIPAL BUILDING
195 Main Street
Maynard, MA 01754
Tel: 978-897-1302 Fax: 978-897-8489
www.townofmaynard-ma.gov

Kevin A. Sweet
Assistant Town Administrator
Executive Director

*Board of Health
Conservation Commission*

*Building & Inspections
Licensing*

*Board of Appeals
Planning Board*

TO: Board of Selectmen

FROM: Kevin Sweet, Assistant Town Administrator/Executive Director

DATE: September 4, 2012

RE: Monthly Report – July/August 2012

ADMINISTRATION

- Began construction of the new OMS area in lower Town Hall.
- ATA standing meetings/updates with TA.
- Municipal Services staff meetings/updates.
- ATA continues to work on the routine assignments that we deal with on a daily/weekly basis.
- ATA attended monthly MMMA Young Managers Exchange (YME).
- ATA attended monthly Region 4A Public Health Coalition meeting.
- Administrative Assistant attended annual vaccine reimbursement training.

PUBLIC HEALTH DIVISION

July:

- Recreational Camp Permit Issued to Challenger Sports British Soccer Camp.
- Food Inspectional Services – Maynard Golf Club kitchen opened with a limited menu offering until a finalized menu is received by Food Inspector, new Retail Food Permits issued to The OWL liquor store, Farmers Market permitting completed.
- Housing/Complaints – Violation letters were mailed to the owners of 4 and 18 Railroad Street and 30 Dawn Road for various code violations. A cleanup letter was issued to the tenant at 11 Dawn Road: substantial cleanup efforts must be completed prior to the landlord scheduling cockroach extermination.
- Landfill – NSTAR sending a field technician to investigate potential natural gas presence at GP-7 test site.
- Solid Waste/Recycling successfully transitioned to DPW.
- Emergency Planning - Inventory tagging and logging of emergency management equipment is complete in the MIMS online system. MRC deployed their “Boo-Boo Brigade” at Library Truck Day again this year. FEMA reimbursement package has been submitted for October, 2011 Snow Storm & Shelter Operations.
- Re-appointed 7 MCC/MRC Executive Committee Members to 1-year terms: John Flood, Maura Flynn, Mary Hilli, Kathy McMillan (co-chair), Derek Michaels, Deb Roussel (co-chair), and Lucille Stonis.
- Appointed Kelly Pawluczonek (July 1) as Deputy Health Agent for a 1-year term.

August:

- John Thomas Jr. was appointed a member of the Conservation Commission.
- John Dwyer volunteered to be the CPC representative for the Conservation Commission.
- Bill to release 2-acre parcel of conservation land off Rockland Avenue was passed by the state legislation and signed off by Governor Patrick.
- Met with Bruce Quirk to discuss sale of 2-acre parcel. He is still very interested in purchasing, but was not willing to provide the town an easement for the rail trail (which was part of the signed Memorandum of Understanding). Mr. Quirk requested the town draft a purchase and sale agreement.
- The Commission reviewed and approved stormwater management measures for the new storage shed at Butler Lumber.
- Permit Extension Act was extended another two years, which extends ALL municipal permits by two additional years.

PLANNING, ZONING & LICENSING DIVISION

July / August:

- ~~216-218 Main Street – Modification of Site Plan – the developer during his initial Site Plan Approval did not complete his landscaping plan. Mr. Donnelle, filed an application for Modification of Site Plan. The board heard from the developer and concerns of the abutters. The Board is in the process of deliberating his request.~~
- 160 Waltham Street – Application for Site Plan Review filed by EPG Solar to install a Solar Power Generation System located at the landfill at 160 Waltham Street. The Board voted that the project met all criteria for Site Plan Review.
- 65-67 Parker Street – Butler Lumber – Ron Starr owner of the property filed an application for Site Plan Review. The Board heard from the applicant's architect, Steven Egnatz, and is waiting additional information from the Fire Department and Conservation Commission.
- 65-67 Parker Street, Butler Lumber, the owner Ron Starr filed application for a Special Permit to allow for construction of a two story warehouse. The board heard from the applicant and abutters to the property. The board is now waiting additional information from the Fire Department and Conservation Commission. The public hearing was continued to Monday, August 6, 2012.
- Gene Naddeo – 11 Mockingbird Lane – owner and applicant filed application for a Variance to expand an existing structure by adding additional living space to the rear of the dwelling. After the board heard from the applicant they decided although there was a uniqueness of the land they also found that the applicant did not identify the hardship. The Board denied the request for the Variance.
- Lisa Dunn – 188 Main Street – owner and applicant filed application for a Special Permit to expand a pre-existing non-conforming single family dwelling. The Board heard from the applicant and the abutters to the property. The Board found that the applicant did not prove that the proposed shed would be detrimental to the neighborhood and the Board further found that the property line was not adequately defined in the plans. This application for Special Permit was denied.
- Eric and Susan Rober – 14 Reo Road – owner and applicant filed application for a Variance for relief to a front setback requirement to construct a porch to single family home. The Board approved his request for a Variance.
- Marfran Realty Trust – Frank Dentino and Martin Maria, Trustees, owners and applicants filed an application for a Special Permit to allow for a trade shop, for the owner who lives or maintains a home on the premises or building thereon in connection with his trade. After hearing from the applicant and the abutters to the property, the Board Granted the Special Permit.
- Began work on Thai Chilli Liquor License Transfer with ABCC to new management, renamed "Thai Chilli House."

August:

- Kathy McMillan, co-chair of the MCC/MRC, sworn in as a Board member on July 1st, replacing outgoing member, Holli Murray. We want to thank Holli for her outstanding service to the town throughout her tenure as a board member, and wish Holli and her husband congratulations in welcoming their new daughter into the family.
- Ron Cassidy and Lisa Thuot were voted to serve as Chairman and Clerk, respectively, for FY13.
- Unanimously voted to change the BOH standing meeting date/time to the fourth Tuesday of the month at 6:30pm in the Municipal Services Conference Room of Town Hall.
- 1 Mobile Food Permit issued to Boston Shuckin' Truck, 1 Full-Service Food Permit and 1 Permanent Dumpster Permit issued to Thai Chilli House, 2 Tanning Permits issued to Gold's Gym and Tropical Tan.
- Food Inspectional Services – Willie's Philly's expansion close to completion, Maynard Fest permitting ongoing. Quarterdeck violation letter issued to correct various, ongoing code violations by September 24th re-inspection with MA DPH Inspector.
- Mosquito Repellent/WNV/EEE recommendations and fact sheets posted to website.
- Emergency Planning – MCC/MRC looking for two new Executive Committee members. Planning participation in road race and public Flu Clinics.
- The OWL liquor store was fined for an underage tobacco sale.
- BOH Code of Health Regulations is in final stages for a planned effective date of January 1, 2013.

BUILDING AND INSPECTIONS DIVISION

July / August:

- Craig Martin, Building Commissioner for the Town of Stow, has been appointed as Maynard's Alternate Building Commissioner.
- Jeremy Pierce has been appointed as the Alternate Gas and Plumbing Inspector.
- 32 Permits Issued.
- \$767,393.00 in Value of Construction, \$59,287.00 in July '11.
- \$ 7,203.00 collected in Fees, \$629.00 in July '11.
- 51 Inspections performed.
- Building Commissioner took vacation for 1.5 weeks during the month of July.
- Responded to numerous complaints concerning canoe rentals near Riverside Park.
- This has been a surprisingly good calendar year for Building Permits, both in number and in value. Owners are finally starting to build additions again and the value of renovations is back up after a three year lull. The number of new homes is very strong so far. Even in the absence of much commercial activity, this could prove to be the best year for Permits since I began in 2005.
- Mr. Asmann would like to add that the new staff has been great in the OMS. They are energetic, attentive, patient and very friendly; a very necessary glue that bodes well for a cohesive and productive OMS.

CONSERVATION DIVISION

July:

- Enforcement order issued to 5 Burns Court for unauthorized work in the wetlands and buffer area.
- Commission decided that it will not issue permits for permanent moorings in the Assabet River.
- Gift of \$2000 was received from David Hunter for the future upkeep of the open space land at Taylor Road subdivision.



OFFICE OF THE
DEPARTMENT OF PUBLIC WORKS
WASTEWATER DIVISION

18 Pine Hill Road

MAYNARD, MASSACHUSETTS 01754

TELEPHONE: 978-897-1020
FAX: 978-897-1682

September 26, 2012,

To: Town of Maynard DPW

From: David A. Simmons, Plant Manager, WSS

Re: Monthly Report- September 2012

The Co-Mag system has been operating properly since it was re-started on March 19, 2012 the average Total PO4 has been less than 0.07 mg/l and our permit limit is 0.1 mg/l.

Woodward and Curran has completed installing the new SCADA computer node II in the lab and is still working on finishing up the format for the new monthly reports.

The contract for Clarifier #1 has been received back from the contractor with the assurance bond. It has been reviewed by town counsel and is in the process of being signed by town officials. The clarifier has been ordered and is scheduled for shipment in January 2013.

Scheduling has begun for the installation of Clarifier #2. It is scheduled for shipment on October 5, 2012 and the contractor has been scheduled to be on site beginning October 9, 2012 to begin demolition of the existing clarifier and to be onsite to off load the new clarifier when it arrives on site. Installation is scheduled to be completed within 30 days of arrival.

The new operator Zachary Donahue was hired and began work on September 10, 2012.

Total Rainfall for the month of August was 2.1 inches.

Respectfully Submitted,
David A. Simmons
Plant Manager, WSS

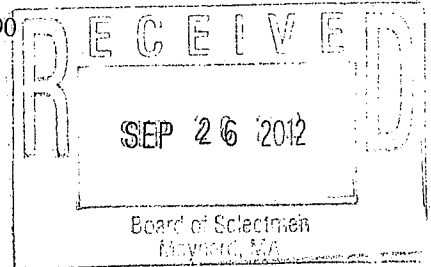


OFFICE OF THE
DEPARTMENT OF PUBLIC WORKS

MUNICIPAL BUILDING • 195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

TELEPHONE 978-897-1317 • FAX 978-897-7290



DATE: September 20, 2012

SECOND QUARTER BILLING 2013 TO THE COLLECTOR OF TAXES

COMMITMENT	WATER/SEWER BILLING			
	2012 3 RD QTR	2012 4 TH QTR	2012 1 ST QTR	2013 2 ND QTR
WATER CHARGES:	\$387,646.56	\$373,400.69	\$412,273.17	\$488,118.16
SEWER CHARGES:	\$568,396.39	\$562,278.25	\$601,984.31	\$662,798.40
CROSS CONNECTIONS:	\$3900.00	\$50.00	\$5,700.00	\$3490.00
FLAT RATE FOR CHURCHES:	\$109.00	\$109.00	\$109.00	\$109.00
SEWER ONLY- IN TOWN	\$310.80	\$355.20	\$355.20	\$355.20
SPRINKLER COST:	\$325.00	\$325.00	\$325.00	\$325.00
HYDRANT COST:	\$15.00	\$15.00	\$15.00	\$15.00
SEWER ONLY- OUT OF TOWN:	\$61.80	\$61.80	\$61.80	\$61.80
MISCELANOUS CHARGES:	\$750.00	\$825.00	\$450.00	\$450.00
TOTAL CHARGES:	\$961,514.55	\$937,419.94	\$1,021,273.48	\$1,155,722.56
TOTAL USAGE CU. FT.	6,504,894	6,251,395	6,888,001	8,004,324

IN TOWN WATER RATES


000 - 500 CUBIC FT	\$4.36/100 CU FT
501 - 1000 CUBIC FT	\$5.62/100 CU FT
1001 - 2500 CUBIC FT	\$6.03/100 CU FT
2500 + CF CUBIC FT	\$6.88/100 CU FT

IN TOWN SEWER RATES \$8.88/100 CU FT

OUT OF TOWN WATER RATES


000 - 500 CUBIC FT	\$6.10/100 CU FT
501 - 1000 CUBIC FT	\$7.86/100 CU FT
1001 - 2500 CUBIC FT	\$8.45/100 CU FT
2500 + CF CUBIC FT	\$9.69/100 CU FT

OUT OF TOWN SEWER RATES \$12.36/100 CU FT


Tim Mullally
Superintendent of Water

Date:

9-26-12


Dave Simmons
WWTP Contract Manager

Date

**FACILITIES DEPARTMENT
SEPT. 2012
Gregg Lefter, Facilities Manager**

Activity Report

FACILITIES:

- Removed canopy from Green Meadow School
- Finish Energy Management System and upgrades at Green Meadow School
- Purchased area carpets for elementary classrooms at Green Meadow
- Weekly Meeting at High School
- Monthly Meetings for New High School
- Monthly Meetings at Assabet Valley Vocational School
- LED Street light meetings MACP Boston
- Completed Memorial Gym Demo
- Start repointing brick work at Nason St Library
- Ceiling and Lighting work completed upper Town Hall
- Completed lower Town Hall renovations
- New Netting at Crowe Park (no complaints?)
- BHC Inmate labor force at Town Hall and Green Meadow
- Green Meadow renovations well within budget
- Memorial gym renovation bid budget on target (uncovered hazard abatement)
- Renovate Press Booth at Alumni Field





MEETING MINUTES August 28, 2012

A meeting of the Maynard Business Alliance was held on August 28, 2012, with the following in attendance: Alext Thayer, Kelli Costa, Nick Johnson, Deb Hledik, Nanri Tenney, and Laura Weinstein

The meeting was called to order at 8:05 a.m.

- I. Approval of minutes from previous meeting
 - A. Minutes from previous meeting approved pending changing "Upcoming Maynard Events" to "Upcoming Community Events" on the community calendar insert.
- II. Boys and Girl's Club raffle/coupon
 - A. Downtown stores have been approached and are waiting for responses.
 - B. 500 coupons to be ordered to put in the bags
- III. Sip and Stroll/Holiday Lights
 - A. Sip and Stroll hours to be 6-9 pm
 - B. Motion made by Alex to go ahead with the Quote from Dave's Landscaping to get the 9 ft garland for the lights, seconded by Kelli, and approved by the group.
 - C. Holiday "tree" still TBD, but looking at getting decorative lighting on the island at Nason and Main St. rather than a tree-Deb and Nanri to work on creative ideas for this project.
- IV. Cut-A-Thon
 - A. Motion made by Alex, seconded by Kelli, approved by the group to work with Robin on a hair cutting event for charity at Maynard salons.
- V. PO Box
 - A. Motion made by Deb, seconded by Kelli to get a PO Box, approved by the group.

It was agreed that the next meeting will be held at 8:00 a.m., at Gallery Seven on September 11.

There being no further business, the meeting was adjourned.

Laura Weinstein

AGENDA

- Approve the minutes from the last meeting
- Treasurer's report
- If you would like to become a member please bring a check for \$50
- Update on Road Race Raffle/Art in Windows
- Planning Holiday Sip & Stroll

Becky Mosca

From: Kristine McAndrews <Kristine.McAndrews@MassSchoolBuildings.org>
Sent: Wednesday, September 26, 2012 12:51 PM
To: Cheri Poirier
Cc: 'James.Eldridge@masenate.gov'; 'Kate.Hogan@MAHouse.gov'; Becky Mosca; Michael Sullivan; Stephanie Duggan; Juli Colpoys; Marie Morando; Gregg Lefter; 'rgerardi@maynard.k12.ma.us'; 'chuck.adam@municipalbuildingconsultants.com'; 'patrick.saitta@municipalbuildingconsultants.com'; 'Rassias, Anthony'; Fred Beebe; James Daiute
Subject: Notification of Payment: Maynard, Maynard High School, PR#11

Re: Project # 200801740505 - Maynard High School

District Name : Maynard

Request # : 11

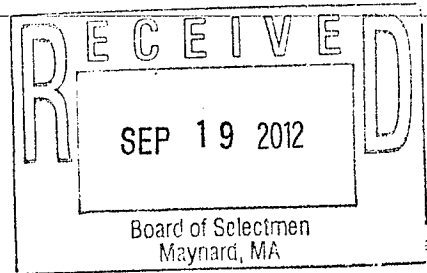
Submitted : 8/17/2012

This e-mail is to notify you that the MSBA made a grant payment totaling \$1,008,390, on or about 8/30/2012, to Maynard related to the Maynard High School Project.

This payment is based on a review of reimbursement request #11 dated 8/17/2012.

All reimbursements are made via ACH transfers according to banking information provided by the District. Amounts paid to date represent the MSBA's estimated share of eligible project costs submitted by the District for reimbursement. This reimbursement is preliminary and will be subject to a final audit of invoices and other documents submitted, in accordance with the Project Funding Agreement, as amended, dated 4/11/2012.

On behalf of State Treasurer Steve Grossman, MSBA Executive Director Jack McCarthy, and the MSBA Board of Directors, we are pleased to provide you with this reimbursement, and we look forward to continuing to work with you on the completion of the Project. Please do not hesitate to contact Joanna Aalto, Controller/Director of Audit Policy at (Joanna.Aalto@MassSchoolBuildings.org) or Fred Beebe, Deputy Controller/Deputy Director of Audit Policy at (Fred.Beebe@MassSchoolBuildings.org), if you have any questions with regards to this payment.



Jim Fulton
14 Brooks Street
Maynard, MA 01754

September 16, 2012

Town of Maynard
Board of Selectmen
195 Main Street
Maynard, MA 01754

Honorable Selectpersons:

A couple years ago I learned of objections extended by the Catholic Church over disruptions to their operation that were created by the Annual Maynard 5K Road Race. Subsequent to that development I learned that as an "experiment" the event would be recreated to run through different residential neighborhoods, mine being a primary component and located across town from the sponsoring organization.

The first year, last year, I found this event to be quaint. This year I find the charm has dissipated after not being able to access or egress my residential street from either end for the duration due to road closures. Absence a first responder emergency, not having access to or egress from my neighborhood for two or more hours on any day is a major inconvenience to me. Closing residential roads for two hours to cover a 5K road race is unreasonable.

I understand the event is a function of the local Boys and Girls Club, is having great community support and is also a very worthy cause. The key here is it is a 'community' event that has evolved beyond the traditional 5K race. Recognizing this I believe the joys and inconveniences associated to the event should be shared on a basis rotating to different neighborhoods and sections of Maynard so as not to subject to the same area and residents the impact created from this event frequently or annually.

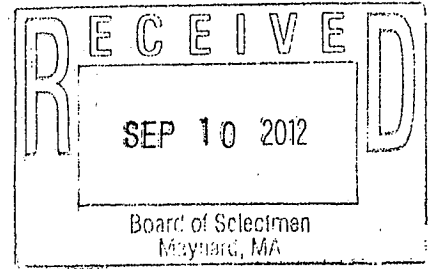
I do believe this situation is resolvable. Resolution will involve some effort, investment and respect on the part of the sponsoring organizations and the event parties to perhaps include other neighborhoods within Maynard or other solutions they deem worthy to mitigate the specific issue.

I trust this Board will recognize and appreciate the expressed impact and then resolve to treat all taxpayers, residents and organizations in Maynard with equal burden and respect with regard to the annual event.

Respectfully,

Jim Fulton

Cc: Assabet Valley Boys and Girls Club
Cc: Michael Sullivan, Town of Maynard Administrator



Richard E. Bottino
85 Hosmer Street
Apt. B-1
Acton, Massachusetts 01720

September 4, 2012

To Whom It May Concern:

Please consider this letter as official notice that I will be retiring from the Town of Maynard Highway Department on November 2, 2012.

Sincerely,

A handwritten signature in cursive script that reads "Richard E. Bottino".

Richard E. Bottino

Community Innovative Challenge Grant

Kick-Off Meeting Agenda

June 26, 2012

9:00 – Welcome and Introductions

9:15 –TransAction Workplan

9:45 – Review of Questionnaire for Interviews

- Suggested additions/edits

10:00 – Plans for GIS/GPS Placement

10:00 – Next Steps

- Schedule Interviews
- Suggestions for whom to include in stakeholder interviews
- Establish schedule/suggest dates for next group meeting or conference call

**TRANSACTION ASSOCIATES/THE COLLABORATIVE'S
COMMUNITY INNOVATIVE CHALLENGE GRANT
Progress Report - July**

PHASE I: PROJECT START-UP TASKS

Kick-off Meeting and Review of Work Plan

- A kick-off meeting with all project partners was held on June 26th, 2012 (agenda and meeting notes attached).

Ongoing Meetings

- The Project Coordinator and other key staff conducted meetings with each project partner's COA Director, along with other key members of the team. The purpose of these meetings was to meet each partner and develop/enhance a working relationship, take an inventory of their existing services, review their current system for dispatching, and discuss plans for data collection and analysis (meeting notes are attached). The following meetings were held:
 - Boxborough 7/10
 - Littleton 7/12
 - Acton 7/23
 - Maynard 7/26
 - Stow 7/30
- Michele Brooks, Cindy Frené, and Jim Purdy met with Eric Halvorsen at MAPC on 7/2 to review information from the MAGIC Phase I and Phase II studies. Eric followed-up after the meeting and provided the data MAPC collected from the COAs.

Select hardware and supporting software for GPS/GIS Technology

- The project partners have decided to use temporary mobile GPS/GIS units to collect 60 days worth of data on routes. LandAirSea units have been placed on all COA vehicles and on the MinuteVan Dial-a-Ride vehicle. The selection of a long-term hardware GPS/GIS system has been deferred to Phase 3 of the project.
- Once the initial data has been collected and analyzed, the team will evaluate systems that could be used going forward for the purposes on ongoing data collection, as well as used by a central dispatching unit if established.

Collect and assess baseline data for program evaluation

- Data was collected at the initial meetings and is currently under review.

Install GPS on vehicles and begin collecting data from vehicles, including ridership data from fixed routes

- Data from the mobile GPS/GIS units is currently being collected for the 60-day period of 8/1 through 9/30.
- Remaining tasks:
 - Rider manifests and additional information on the current services will be collected and reviewed after the initial meetings with the project partners. This data will supplement the GPS data on routes to be gathered.
 - Over a 60-day period the team will collect the data from all of the existing services of the project partners using the data collection tool selected. Using GIS, the data will be mapped and analyzed to identify potential efficiencies or improvements that could be gained by integrating the individual services into a coordinated system.

Correlate and coordinate project data with baseline data generated from the Magic Phase II project

- The Project Coordinator met with MAPC on 7/2 to accomplish this task.

**Community Innovative Challenge Grant
Service Provider Interview:
MAYNARD**

Attendees: Michael Sullivan , Town Administrator
Marcia Curran, COA Director
Dave Hull, Dispatcher
Tom Papson, Treasurer COA, and member of Community Life Center Committee

Staff: Cindy Frené and Michele Brooks, TransAction Associates

Date: July 26, 2012

RTA: LRTA

Hours of Operation: Monday – Friday, 7:30am – 3:00pm

Live Dispatch Hours: Monday – Friday, 9:30am – 1:30pm

Description of Service:

- Two vehicles are part of the service: a 12-passenger 2008 Ford E450 van with a wheelchair lift (provided through LRTA with 72,132 miles) and an 8-passenger 2003 Dodge RAM 3500 van with wheelchair lift (provided to the town through MassDOT's Mobility Assistance Program with 122, 099 miles) at 6/30/2012.
- The 8-passenger van is used as a back-up and for two trips a month to the mall.
- People are encouraged to give 1 to 2 days notice for booking trips, but they will take same day booking with 1 to 2 hours notice for medical or dental emergencies, or when space is available.
- Service area is within town and contiguous communities.
- Service tries to be as flexible as possible.
- Drivers communicate by cell phone, billed back to LRTA
- Busiest times: 7- 9am, 9-11am, and 1-3pm
- Use a "Will Call" system for pick-ups.
- They do not make trips into Boston

Dispatching:

- One part-time dispatcher (town employee) \$10.81/hr plus benefits
- Temp alternate driver also dispatches to cover when necessary

- Schedule is prepared by hand, no software used

Drivers:

- One full-time driver works 40 hrs/week \$19.47 /hr plus benefits, at 7/1/2012.
- Temp alternate drivers work PT (\$12 - \$12.50/hr no benefits)

Fares:

- No fares, donations only. Suggested donation is \$1 per trip.
- Most people make the donation.

Eligibility:

- Service is open to town residents over the age of 60 and their companions
- Disabled
- People in transition receiving assistance
- Do not require documentation to confirm eligibility (small town, people are known)

Funding Sources:

- FY 2011 cost of service = \$90,300; donations = \$5,500; net expenses = \$84,800
- LRTA reimbursement = \$59,800
- Assessment FY 2013
 - MBTA = \$0
 - LRTA = \$69, 975
 - TOTAL = \$69,975

Usage/ridership data:

- Approx 500 trips/month

Social Worker/Nurse/Outreach Worker:

- Member of MinuteMan Senior Services and obtain services through them.
- Emerson Home Health Care is available

How can this project work to help you improve the transportation services in your community?

- They need help transporting people to locations outside of the area that they currently serve like Lahey Clinic (Burlington), Veteran's Hospital (Bedford), doctors' offices on Route 20, Marlborough Hospital, Framingham (MetroWest Medical Center, Logan Express), and Life Care Nursing Home in Littleton.

What is on your community's "wish list" for transportation?

- Would like to have access to more vehicles.
- People would like to be able to get out to the Route 2A shopping area more often.
- People would like to go to Roche Bros, Kmart more frequently.

Would you be willing to have a GPS device installed in your vehicle(s) to allow us to collect trip data for mapping purposes only?

Yes X No

ADDITIONAL NOTES:

- People can access the MBTA's Ride at the Laundromat in West Concord.
- The COA is not familiar with the new MART service that takes people into Boston Hospitals for medical trips. They did not think a lot of people would use it as they would need a ride to the connection spot. The Maynard service ends at 3:00 so it would also be very difficult to get a ride home.
- They do not transport people to **LifeCare in Littleton** (nursing home) to visit. It is outside the area served. This is a long distance trip and makes it difficult for the van to be used for other trips during that time.
- Most people from Maynard would use the West Concord train station as it is less expensive to ride from there than from West Acton.
- The ClockTower Place shuttle goes to West Acton because it is closer (only about one mile). Last trip is at approximately 6:00pm.
- The town's service ends at 3:00pm so it limits who they can carry. They do think that there would be a market for transporting kids to after-school activities, but there is currently no budget to expand services.
- The local Boys and Girls club runs a van. Mike will see if they would be willing to place a GPS/GIS on that service. They transport kids from Stow, Maynard, Sudbury, to summer camps and after-school activities. Wendy Allegroni is the contact person.
- There is some concern about engaging people (especially seniors) in a service if it is only a trial. If people come to depend on it and then it ends that is a problem.
- Sunshine Taxi out of Hudson would be the closest cab service. There is a local livery service that has two towncars.
- Local businesses that could be engaged include: Monster.com, Stratus (Powder Mill Road), State Police Crime Lab, The Mill (Great Road).
- Downtown area businesses would benefit from more service in the downtown area.
- There is a HS/Middle School late bus, but there is some discussion about whether it will continue.

Acton Kick-Off Meeting - Notes
July 26, 2012

Attendees: Bill Wrigley (Stow), Doug Halley (Acton), Franny Osman (Acton), Mike Gowing (Acton), Selina Shaw (Boxborough), Keith Bergman (Littleton), Michael Sullivan (Maynard), Cindy Frené (TransAction), Michele Brooks (TransAction), and Jim Purdy (The Collaborative).

- Welcome and Introductions
- Work Plan Review:
 - Goals:
 - ✓ Serve populations better and move people across the region more efficiently
 - ✓ Add service, not take anything away
 - ✓ Manage expectations at the COAs. Look at what changes, if any, each community would be willing to make and what benefit that would bring.
 - Would encourage some employer participation – Sam Park to develop site in Littleton, Red Hat has shown interest in working on transportation issues, etc.
 - Phase One is to evaluate by collecting the GPS/GIS data and by conducting interviews.
 - Discussion about including other communities in this project. Westford has shown interest and has some employers. Concord is another possibility. There is some concern that there is no additional money to be added to the grant so including more communities could result in just stretching the existing dollars too thin.
 - The group suggested meeting with Eric Halvorsen about the MAGIC study before meeting with the COAs to review the data he collected so that we are not asking the COA Directors for the same information that they already supplied.
- Questionnaire Review:
 - See final version (attached).
 - Offer during meetings with COA that we are available to do outreach meeting to constituents.
- GIS/GPS Placement:
 - Units will be given to the COA Directors at the outreach meetings to place on the vehicles.

- Next Steps:
 - Prepare a presentation on possible alternatives to MinuteVan as a name for the regional collaboration.
 - Draft an article for inclusion in COA Newsletters.
 - Follow-up with Michelle Ciccolo about grant for SMART Technology.
 - Additional Stakeholder Meetings:
 - ✓ Commission on Disabilities, Acton (Lisa Franklin)
 - ✓ Veteran's Affairs
 - ✓ School Business Agents
 - ✓ Housing Authority
 - ✓ Chamber of Commerce
 - ✓ Rotary
 - ✓ Lions Club
 - ✓ Recreation Departments
 - ✓ Town Boards
 - ✓ Harvest Fair – Boxborough (9/8)
 - ✓ Littleton – Third Thursday Event
 - ✓ Farmer's Markets

**Community Innovative Challenge Grant
Service Provider Interview:
ACTON**

Attendees: Sharon Mercurio, Director
Judy Peters, Assistant to the Director/Dispatcher

Staff: Michele Brooks, TransAction Associates

Date: July 23, 2012

RTA: LRTA

Hours of Operation: Monday – Friday, 7:45am – 4:15pm

Live Dispatch Hours: Monday – Friday, 8am – 11am

Description of Service:

- One vehicle, 11 seats, ADA accessible (100,000miles)
- Busiest times: 9–11 and 1-3
- Seniors are given priority
- They do not do any Boston or Lahey Hospital trips

Dispatching:

- Paid COA dispatcher/assistant to the director works 30 hrs/wk (\$24.62/hr), 15 hrs on dispatching
- 4 hrs are billed through the Van Enterprise Fund
- Drivers communicates by cell phone (billed through RTA)

Drivers:

- Three paid drivers (\$17.81 - \$23.24): one part-time (16hrs), one full-time (24 hrs) and one substitute.

Fares:

- \$1 per trip in Acton
- \$1.50 per trip Out of Town
- Same fares as Road Runner service
- It is important to keep fares low so they can be affordable. For some even the \$1 per trip can be a hardship.

Eligibility:

- Residents over 60 and disabled non-seniors

- No registration is required for seniors
- Disabled under 60 must have a physician complete a 1 page form.

Funding sources:

Annual cost of service (FY2011) = \$60,089.22

<u>SOURCE</u>	<u>AMOUNT</u>	<u>EXPIRATION</u>
LRTA	\$49,520	ongoing
Town		

Assessments (FY 2013):

- MBTA = \$73,959
- LRTA = \$68,565
- TOTAL = 142,524

Ridership data:

- Daily – 17 trips (on average)
- Monthly - 349 trips (on average)

Social Worker/Nurse/Outreach Worker:

- There is a Social Worker for residents under aged 60 and an Outreach Worker for residents over age 60. The Town also has its own Public Health Nurse and Nursing Service.

How can this project work to help you improve the transportation services in your community?

- Longer hours for the COA van (until 6:00 or later on some occasions).
- Weekend hours
- It would be great to be able to off-load rides we are not able to accommodate
- share resources with other communities to provide rides out of our designated transportation area

“Wish list” for transportation:

- Smaller vehicle, 6-8 passenger w/ lift may be more economical since the van is rarely physically full.

What challenges does your community face around transportation?

- Unmet needs when the schedule is overcapacity or the service is not available when passengers need it

Would you be willing to have a GPS device installed in your vehicle(s) to allow us to collect trip data for mapping purposes only?

Yes X No

ADDITIONAL NOTES:

- When considering combining services or sharing resources, it is really important to:
 - ✓ Keep fares reasonable.
 - ✓ Protect people's privacy. We wouldn't want to have private information being shared about people.
 - ✓ Consider unique branding. For example, there has been some confusion among the seniors with the *MinuteVan* service vs. the *MinuteMan* service.
 - ✓ Remember that people will not want to spend too long on the vehicle. If a service keeps people on the vehicle for too long that may be difficult, especially for seniors.
 - ✓ Routing, scheduling and trips have to be logical. (delete - and route driven)
 - ✓ Have a personal connection with riders. Currently, the dispatcher and the driver(s) use this contact to "keep tabs" on people and see if they need assistance. This is a really important part of the program. When dealing with this type of vulnerable population, this contact is a way to see if people need immediate assistance. As a service gets bigger, make sure that the personal connection is not lost.
 - ✓ Have good communication and record-keeping. Drivers take notes on the daily manifest. Notes are kept in the system for future reference.
 - ✓ Easy to use phone system as the seniors do not like dealing with voice mail or computerized voice prompts.
 - ✓ Ensure seniors rides are given priority.

**Community Innovative Challenge Grant
Service Provider Interview:
BOXBOROUGH**

Attendees: Laura Arsenault, COA Coordinator
Marcia McNeil, Dispatcher

Staff: Cindy Frené and Michele Brooks, TransAction Associates
Jim Purdy, The Collaborative

Date: July 10, 2012

RTA: MART

Hours of Operation: Monday – Friday, 8:30am to 3:30pm

Live Dispatch Hours: Monday – Friday, 9:00am – 1:00pm

Description of Service:

- COA has one passenger van (132,000 miles)
- Van is owned by MART
- ADA Accessible
- No need for additional vehicles at this time
- Focus and priority is on medical trips, this is almost exclusively what they do; transportation to social events is provided whenever possible.

Dispatching/scheduling:

- Dispatcher is paid through MART (\$17.28/hr)
 - 48-hour notice preferred; many trips booked months in advance; same day trips are accommodated if at all possible; no set trips (i.e., grocery store on Tuesdays)
 - Priority is given to medical trips
 - Dispatcher does not use software for dispatching, although MART would provide their system
 - Drivers get daily schedule through the dispatcher
 - Drivers communicate with cell phones provided by the COA and billed to MART as part of budget for the program
 - Routing is relatively easy because Boxborough has one main street in town.
 - Dispatcher confirms every doctor's appointment because seniors will often have the wrong date or time. This also allows her to estimate time of service better.
-

Drivers:

- Drivers are employed by the town, but reimbursed through MART and must meet all RTA driver requirements (e.g., CPR training, drug & alcohol screening, physical)
- Two part-time paid drivers (\$12.86/hr) who alternate. Drivers are not paid on days when there are no trips.
- Drivers will assist passengers to door or help carry packages.

Fares: \$2.00 per round trip for in town trips

\$2.00 per round trip for trips to contiguous communities

\$5.00 per round trip for trips out to the Westford area

\$10.00 per round trip for trips out to the Burlington area

\$30.00 per round trip to Boston

\$1.00 for companion trips

Eligibility:

- 60+ senior residents (~800 or 16 percent of population)
- Handicapped
- Disabled
- Companions

Eligibility is determined/confirmed:

- This is a challenge. They have a form that MART uses, but it is difficult to ensure that there is no abuse and that only qualified users are booking trips.
- They try as best they can to be sure the service is being used by those who are qualified
- All trips are documented and require a legitimate destination.

Funding sources:

SOURCE	AMOUNT	EXPIRATION
RTA	\$32,154 (FY2010)	annual

Current Assessment to the MBTA = \$32,436 (FY2013 cherry sheet)

- The town pays for the COA van out of their assessment to the RTA.
- No additional assessment paid to MART to date for services

Usage and ridership data:

- Weekly = 12 to 18 trips/week
- Monthly = 48 to 60 trips/month

Social Worker/Nurse/Outreach Worker:

- Boxborough has a contract with the Nashoba Board of Health, which offers monthly programs.
- They do have staff as part this program who can make a home visit if necessary.

How can this project work to help you improve the transportation services in your community?

- Long-distance trips such as to Boston Hospitals and Lahey Clinic take up lots of time and resources. Finding a way to help with that would be useful. "Out of the way" trips are the biggest challenge.
- Another challenge is the screening process for verifying those under 60 with a disability.

What is on your community's "wish list" for transportation?

- Would like to never have to say "No" to anyone who is looking for a ride.

Would you be willing to have a GPS device installed in your vehicle(s) to allow us to collect trip data for mapping purposes only?

Yes X No (As long as the MART is made aware of this)

ADDITIONAL NOTES:

- Closest local cab company is in Maynard
- As a general rule they do not help individuals find volunteer drivers if they cannot accommodate a trip, but they will help people to make connections. All volunteer drivers are CORI'd.
- Drivers track details about each trip such as time of departure and arrival, which is used to make improvements.
- Drivers use the town DPW to fill-up vans.
- There is a digital divide with their clients. Some don't want to use technology. Can't assume that using technology is something people want to do.
- They are trying to institute a policy so that the drivers only go to the scheduled destination and don't make any variations. This has been a problem in the past. If seniors ask for a different drop off, they need to call the dispatcher.
- They have been encouraging the use of the new MART service for Boston trips; their vehicle provides transportation to the Littleton commuter rail station.
- The service will not do medical transportation, riders must be able to travel independently (i.e., be able to walk to the door).
- A personal connection between the dispatcher, the driver, and the passengers is one very important way that the COA does outreach to seniors. The driver and dispatcher can

catch things about passengers because they know them and they develop personal relationships. That allows them to provide care and outreach services to people.

- It is disappointing that Emerson Hospital does not provide shuttle services for its patients. Its campus has grown considerably, making it difficult to get around for multiple appointments. COA tries to accommodate this, but the hospital should be providing this service.
- A very important aspect of this program is that the drivers are incredibly caring and compassionate.

**Community Innovative Challenge Grant
Service Provider Interview:
LITTLETON**

Attendees: Keith Bergman, Town Administrator
Janice Nowicki, Director, Littleton Elder and Human Services
Steven Mark, Business Manager, Littleton Public Schools
Matt King, Deputy Police Chief

Staff: Cindy Frené and Michele Brooks, TransAction Associates

Date: July 12, 2012

RTA: MART

Hours of Operation: Monday - Friday 9:00am – 3:00pm (more like 8:00 – 4:00 usually)

Live Dispatch Hours: Monday – Friday 9:00am – 2:00pm

Description of Service:

- Program operates two vans:
 - 15-passenger ADA Accessible (MART-owned)
 - 10-passenger (town-owned)
- This will change to two 14-passenger vans in the fall when the town receives another MART vehicle.
- Drivers communicate by cell phone (provided through program, billed to MART)
- Busiest times 9 – 11 and 1 – 3
- Medical trips are always top priority

Dispatching/scheduling:

- There are two 10-hour per week paid dispatchers (\$10/hr)
- Three volunteers fill in
- Ask people to book with 48 hours notice, but they will book the same day if possible.
- Dispatchers are billed through MART
- Software (provided by MART) is used to schedule trips
- Do have some set schedules (i.e., grocery store), but they are not consistent

Drivers:

- There are three paid drivers and three volunteers
- Paid drivers are billed through MART

Fares:

- \$1.00 in Town

- \$2.00 to any contiguous community
- \$7.00 to Boston

Eligibility:

- Seniors – 1,245 in town; 62+ make up 17 percent of population
- Disabled (any age) – verify this by asking if they have been medically determined to be disabled. They are currently working on a form to certify this.
- Honor system is mostly used here.

Funding Sources:

<u>SOURCE</u>	<u>AMOUNT</u>	<u>EXPIRATION</u>
MART	\$68,000 (Current FY)	ongoing

- In addition to drivers and dispatchers, 10 hrs/week of COA Director time is billed to MART
- FY 2013 Cherry Sheet assessment:
 - MBTA = \$33,552
 - RTA = \$24,457
 - TOTAL = \$58,009

Usage and Ridership Data:

- Monthly = about 370 trips

Outreach Worker - available in town four days/week.

How can this project work to help you improve the transportation services in your community?

- They do not have a lot of trips that they cannot meet, but they do need to make a lot of adjustments to the schedule to accommodate people.

“Wish list” for transportation:

- More vehicles available
- Smaller vehicle like an SUV for passengers who have difficulty with bus.
- They do see a need for youth transportation
- New Sam Park development (Littleton Corporate Center) could be a draw for teens because of the retail, restaurants and movie theatre, and they could use transportation to it.

- Right now they go into Boston for Medical trips when they are requested. This is extravagant and takes up lots of time on the schedule. Would be great to coordinate this and maybe be able to share trips to Boston with other communities.
- Link from the Commuter Rail to the businesses

Challenges:

- Mental Health and physical issues are huge
- There is a real need for companions to travel with people, safety is always a big issue

Would you be willing to have a GPS device installed in your vehicle(s) to allow us to collect trip data for mapping purposes only?

Yes X No

ADDITIONAL NOTES:

- There is a late bus three days/week after school. It picks-up at the Middle School and the High School and does a limited route through town at 3:00 PM. It is used mostly by middle school kids.
- One concern raised was that if communities are sharing services there could be longer trip times. This is an issue for seniors. They would not want to have to put people on a van for too long.
- Local construction and time of day for traffic are important to know when scheduling.
- Drivers review manifest and give feedback to dispatch. They are generally concerned about the time allowed between trips.
- Have a lot of service available in town and not as many users as they would like to have.
- It would be interesting to see “intergenerational” use on the service.
- They are looking at ways to make the services more consistent (shopping on certain days, CVS on other days etc.)
- The Massachusetts COA conference is in the fall. They have a full day devoted to transportation issues.
- They don’t believe that they need more vehicles. Just need to be able to make the vehicles they have operate more efficiently.
- They have required new development to be a part of the TMA. Red Hat is required to join a TMA.
- They want to make sure that employers are part of the solution regionally

- Littleton is required to have a shuttle to the new commuter rail station being constructed. MART and LRTA have agreed to work with the town to develop a shuttle.
- Public Health goals are important to the town.

**Community Innovative Challenge Grant
Service Provider Interview:
STOW**

Attendees: Alyson Toole, COA Executive Director
Kristen Donovan, Chair COA Board

Staff: Cindy Frené and Michele Brooks, TransAction Associates

Date: July 30, 2012

RTA: MART

Hours of Operation: Monday – Friday, 8:00am – 4:00pm

Live Dispatch Hours: Monday – Friday, 8:00am – 4:00pm

Description of Service:

- Four vehicles
 - ✓ 2005 Ford van, 5 passenger, not accessible (78,462 miles)
 - ✓ 2008 Ford van, 8 passenger, accessible (56,924 miles)
 - ✓ 1998 Dodge van, 10 passenger, accessible (119,385 miles)
 - ✓ 2005 Ford, 20 passenger, accessible (73,210 miles)
- Do not need access to any additional vehicles at this time.
- All four vehicles are not in service at the same time. Use them depending upon trips and size needed. Generally two are used daily and the other two are used when necessary.
- Drivers communicate by cell phones provided by the program.
- Town owns all vehicles, paid for by the Friends of the COA.
- Will only take people to bordering towns.
- Busiest time: 9-11am
- Mostly take people to Maynard, Acton, Sudbury, Concord

Dispatching:

- There are 10 volunteers who are handle dispatching (generally two dispatchers work four hours/day).
- The full-time van driver also fills in as a dispatcher.
- Must call by 2:00pm for a ride the next day, but will fit people in for medical/dental emergencies.

- They don't use software to dispatch, but they do have a COA software system that they have tried using that tracks van trips.

Driver:

- Paid drivers: full-time (\$17.03); part-time driver works approximately 15 hrs/week.
- Fill-in drivers (\$12.66-\$13.59) work on a per diem basis for the town.
- Some drivers are working as part of the Senior Tax work-off program.
- Drivers are CORI'd. They don't do any formal screening/testing for drivers at this time. Used to do it through MART and may consider doing it again.

Fares:

- \$2.00 in Stow (one way or round trip)
- \$3.00 out-of-tow (one way or round trip)
- Fares are asked for as a donation, most people give it
- For some people, not many, the fare is a hardship and they won't refuse anyone a ride

Eligibility:

- Stow residents over the age of 60 (~1,500 Seniors or 25 percent of population)
- Disabled
- Program operates on the honor system, no documentation is required
- Will cover people for a temporary disability
- People are asked to complete a form with their emergency contact information

Funding Sources:

- Total cost of service: \$67,339
- Assessment:
 - MBTA = \$5877
 - RTA = \$36,998
 - TOTAL = \$42, 875
- Additional funding from the Friends of Stow

Usage/ ridership data:

- 592 trips/month

Social Worker/Nurse/Outreach Worker:

- The town has a social worker and a nurse
- Both are part-time
- Will do home visits

Would you like us to do outreach meetings to any particular groups within your community to explain the Community Innovative Challenge Grant ?

- May want to have us come in and meet with some groups. Will let us know.

What is on your community's "wish list" for transportation?

- There has been some demand from people who want to go to Logan Express in Framingham, Lahey Clinic and Boston hospitals. They do not go to these places now and would like to be able to serve these locations.
- Would like to be able to provide more immediate service, more flexibility to do same day trips.
- It would be easier if dispatcher was one full-time paid position. Would have more consistency and could make procedures more formal. Often driver information is written on notes that can be misplaced.

What challenges does your community face around transportation?

- Have had challenges in getting more than one wheelchair at a time on the larger vehicle.

Would you be willing to have a GPS device installed in your vehicle(s) to allow us to collect trip data for mapping purposes only?

Yes X No

ADDITIONAL NOTES:

- Drivers are an important part of the outreach. They are the first line dealing with people and do report back about concerns.
- Drivers have participated in state training programs (RTAP) for wheelchair securement. They do have mandatory trainings for drivers and staff.
- Because vehicles have been purchased by the Friends of the COA they have strong feelings that the vehicles are for use by Stow seniors only.
- The town budgets \$4,500 for maintenance annually and the Friends of COA make up the difference if needed.
- Believe they would have much higher costs if the vehicles were owned and maintained by the MART.
- Most of the staff who help with the program are not computer literate.
- Drivers are given hand-written sheets with daily schedules.
- They don't turn down trips. If they can't make it with a COA vehicle, they will connect people to volunteer drivers.
- Most people book trips just a day before, but would like it to be more spontaneous.
- There is no cab service in town.



MEMO TO: Members of the Lowell Regional Transit Authority Advisory Board
FROM: David Tully, Clerk
DATE: September 14, 2012
SUBJECT: Meeting Notice

Thursday

September 20, 2012

The regular meeting of the Lowell Regional Transit Authority Advisory Board will be held on Thursday, September 20, 2012 at 5:30 p.m. at the Lowell Regional Transit Authority Board Room at 100 Hale Street, Lowell, MA.

AGENDA

- I** Roll Call
- II** Acceptance of Minutes for meeting held on April 26, 2012
- III** Administrator's Report
- IV** Finance Director's Monthly Report
- V** Facility Director's Monthly Report
- VI** New Business:
 - 1. **Vote to add new Road Runner service in Tyngsborough, MA and to amend FY13 Budget to reflect this service.**
 - 2. **Election of Officers**
- VII** Communications
- VIII** Motions
- IX** Warrant
- X** Adjournment

Date Posted September 27, 2012

TOWN OF MAYNARD

MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISION OF MGL 30A § 18-25

(All public meetings may be broadcast, recorded or videotaped)

PLANNING BOARD

Address of Meeting: **195 Main Street, Maynard** Room: **101**

October 1, 2012 **7:00 p.m.**

M T W T H F _____

Month

Date

Year

Time

AM/PM

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

7:00 p.m. - Shore Avenue – recommendation on acceptance of road to the BOX
7:15 p.m. Old/New Business

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Max Lamson

Posted by: Marie Morando, Planner Assistant

Date: September 27, 2012

Meeting Minutes – Maynard Golf Club Reuse Committee Meeting –

Monday, September 10, 2012 –Town Building Room 201 – 6PM

In attendance were – Committee Members – Adam Conn, Deidre Campbell, Mark Grundstrom, Bill Freeman, Kathy Campbell, Selectman Jim Buscemi, as well as Town Administrator Michael Sullivan, Mark Raciat (MAPC), and many residents.

6PM – Call To order (Mike Sullivan)

6:05 -Members asked questions including asking if they could delay voting for officers (Chair, Vice Chair, Secretary) until the next scheduled meeting (October 3rd). Movement made to name Selectman Buscemi as acting chair of the inaugural meeting. seconded and approved.

6:20 - MAPC presentation made by Mark Raciat – Mr. Raciat also suggested a meeting at the Golf Club and a subsequent walk of the golf course, as well as 2 meeting scheduled for Sept. 27th for town staff and town board and committee members.

6:50 -Further discussion

7:25 – Selectman Buscemi gave a brief summation of what was decided as far as next meeting time of committee – (October 3rd at 7:30pm) and the times of the MAPC follow-up Meeting with Reuse Committee (Oct. 10th at 7pm at the Golf Club) and walk of the Golf Course October 20th at 2pm)

7:35 – Motion to adjourn

Memorandum of Agreement
Town of Maynard and Maynard Business Alliance (MBA)
In the Matter of Downtown Events

The purpose of this MOA is to secure the \$8,000 granted to the MBA by the board of selectmen for the fiscal year 2012-2013. The funding will be used to promote the Town of Maynard, Maynard Businesses and to help support other organizations conducting town events.

It will be the responsibility of the MBA to determine how the funds are spent. The MBA will potentially support the following events and manage other events sponsored by the MBA. Some of the events being considered:

- Town promotion for the winter holidays
- Holiday Sip & Stroll, December 1st from 6-9pm
- Hanging garland and lights on the town lamp posts
- Decorating the island at Nason & Main Streets

It will be the responsibility of the town to assist in permitting, logistics and other town matters associated with managing public events, working in partnership with the MBA.

The town will distribute \$8000 for fiscal year 2012-2013 to the MBA before October 31, 2012. This will complete the funding from the grant provided by the town.

This agreement shall be effective upon the signature of all interested parties.

Maynard Business Alliance

Date

Dawn Capello

Date

James Buscemi

Date

Brendon Chetwynd

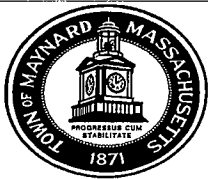
Date

David Gavin

Date

Mick Hurrey

Date



CPC USE ONLY: Application #:

COMMUNITY PRESERVATION ACT
Town of Maynard
PRELIMINARY APPLICATION FOR FUNDING

Please submit ten copies to:

Community Preservation Committee
Maynard Town Hall
195 Main Street Maynard, MA 01754

Project Title Veteran's Housing

Date September 20, 2012

Applicant/Contact-Person- Michael J. Sullivan Town Administrator

Signature *Michael J. Sullivan* (signed electronically)

Sponsoring Organization, Veteran's Agent Board of Selectmen

Mailing Address 195 Main Street Maynard, Massachusetts 01754

Email msullivan@townofmaynard.net Telephone 978.897.1375

CPA Category (check all that apply): Open Space _____ Historic Resources _____
Community Housing X Recreation _____

CPA Funds Requested \$250,000 Total Cost of Project \$250,000

Other Funding Sources; Additional funding through donations or State or Federal Housing Programs

Proposed timeline Completion Spring of 2014

Brief Description of Project, including goals and community need (use additional pages, if needed): This project would work to build a duplex style (2 units) built to suit to income eligible returning military veterans and family. Like any project the seed money would need to be pre-identified for planning and design, construction or reconstruction and associated costs.

The Maynard Veteran's Agent would solicit applicants which meet housing programs developed by the Veteran's Services at the state level. The identification process may serve to recognize other special design needs due to multiple factors (i.e. accessibility, transportation, environmental). As this is a pre-application additional information will be provided if the CPC sees this as meritorious.

NOTE: This preliminary application enables the CPC to review your request for funding to ensure eligibility of your project. If eligible, you will be asked to prepare a Final Application for Funding, which must be submitted by the first Monday in November. Preliminary Application Ver. 2.0

Town of Maynard

On Tuesday, October 2, 2012 at 7:15 PM, in the Michael J. Gianotis room, the Maynard Board of Selectmen will hold a Layout Hearing with respect to Shore Avenue, as shown on a plan entitled "Revised Plan, Assabet Heights Development, Stow – Maynard – Massachusetts", prepared by E.W. Pettigrew, dated May 10, 1948, recorded with the Middlesex Registry of Deeds as Plan 1689 of 1948. The purpose of the Layout will be to adopt the roadway as a public way.

Board of Selectmen,

Dawn Capello

Brendon Chetwynd

Mick Hurrey

David Gavin

James Buscemi

Date: 9/24/12, Becky Mosca



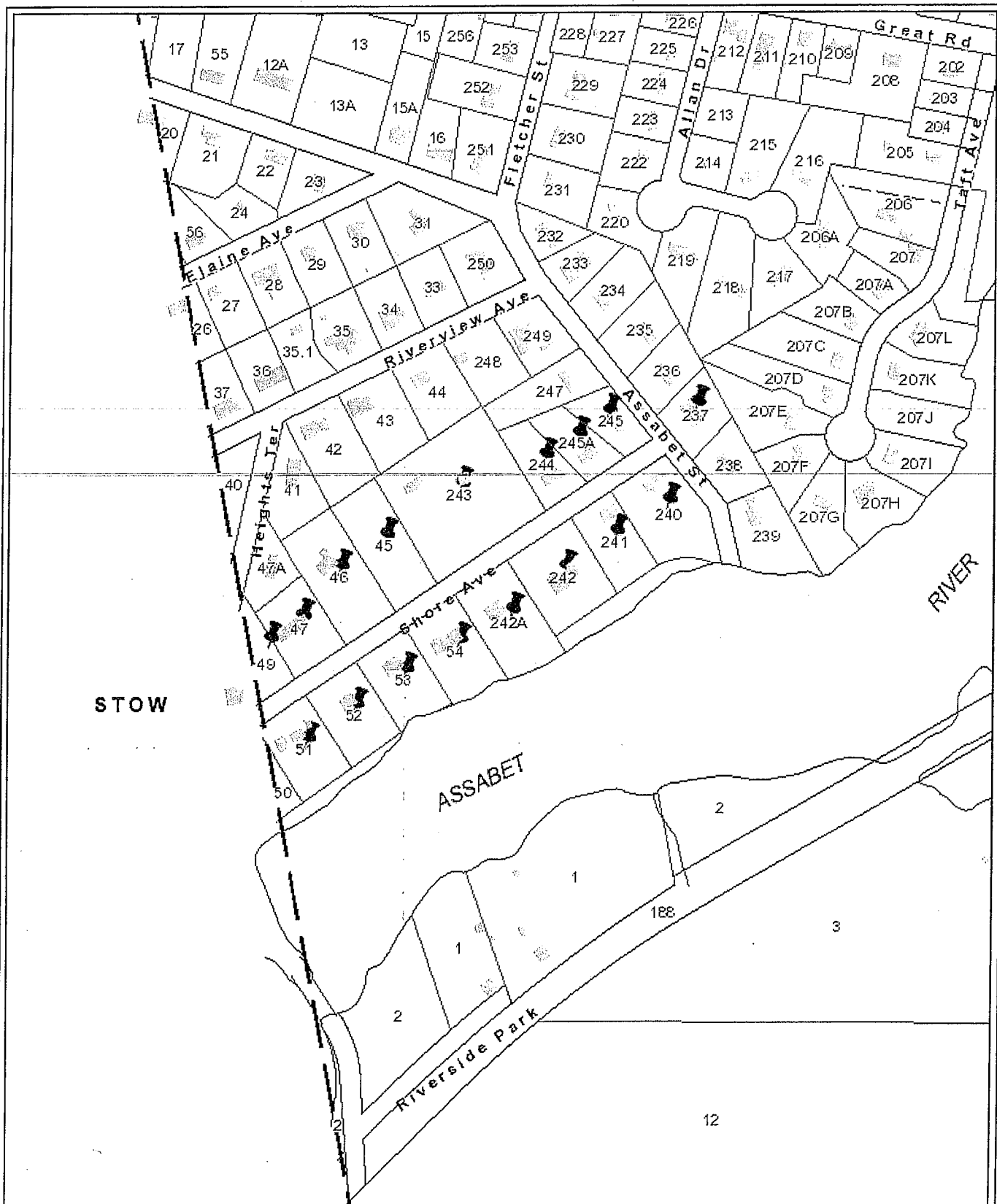
BOARD OF ASSESSORS

195 MAIN STREET
MAYNARD, MA 01754
978-897-1304 ~ FAX 978-897-1013

TO: Permit Granting Authority
FROM: Board of Assessors
RE: Parties in Interest to: Shore Ave
ADDRESS: Shore Ave
USE of LIST: Notification
DATE: September 24, 2012

We hereby certify that the attached list, taken from our Real Estate Property Lists, includes the names and addresses of all parties in interest under Massachusetts General Laws Chapter 40A, Section 11, as amended in 1979, to the best of our knowledge and belief.

Stephen J. Pombret
Michael P. Manning
William G. Gaudin
Board of Assessors



Shore Ave
Maynard, MA
1 Inch = 280 Feet
September 24, 2012



Data shown on this map is provided for planning and informational purposes only. The municipality and Cartographic Associates, Inc. are not responsible for any use for other purposes or misuse or misrepresentation of this map.

www.cai-info.com

CARTOGRAPHIC ASSOCIATES, INC.



Find Results Report

Town of Maynard, MA
September 24, 2012

Parcel Number: 017.0-0000-0045.0
CAMA Number: 017.0-0000-0045.0
Property Address: SHORE AV

Mailing Address: SYLVIA S ERKKINEN REALTY TRUST
MCCANN ELAINE & ERKKINEN JOHN
9 SHORE AVE
MAYNARD, MA 01754

Parcel Number: 017.0-0000-0046.0
CAMA Number: 017.0-0000-0046.0
Property Address: 4 SHORE AV

Mailing Address: NATHAN ROBERT H & SUSAN M
4 SHORE AVE
MAYNARD, MA 01754

Parcel Number: 017.0-0000-0047.0
CAMA Number: 017.0-0000-0047.0
Property Address: 2 SHORE AV

Mailing Address: MORROW ROBERT J & ELIZABETH A
2 SHORE AVE
MAYNARD, MA 01754

Parcel Number: 017.0-0000-0049.0
CAMA Number: 017.0-0000-0049.0
Property Address: SHORE AV

Mailing Address: LYNCH,STEPHANIE A&FRIGUEIRE,R
8 SHORE AV
STOW, MA 01775

Parcel Number: 017.0-0000-0051.0
CAMA Number: 017.0-0000-0051.0
Property Address: 3 SHORE AV

Mailing Address: GAY ROGER E & JEANNE M
3 SHORE AVE
STOW, MA 01775

Parcel Number: 017.0-0000-0052.0
CAMA Number: 017.0-0000-0052.0
Property Address: 5 SHORE AV

Mailing Address: JUDGE ELISABETH C
5 SHORE AVE
MAYNARD, MA 01754

Parcel Number: 017.0-0000-0053.0
CAMA Number: 017.0-0000-0053.0
Property Address: 7 SHORE AV

Mailing Address: VERNEGAARD LISA
7 SHORE AVE
MAYNARD, MA 01754

Parcel Number: 017.0-0000-0054.0
CAMA Number: 017.0-0000-0054.0
Property Address: 9 SHORE AV

Mailing Address: SYLVIA S ERKKINEN REALTY TRUST
MCCANN ELAINE M & ERKKINEN JOH
9 SHORE AVE
MAYNARD, MA 01754

Parcel Number: 018.0-0000-0237.0
CAMA Number: 018.0-0000-0237.0
Property Address: 19 ASSABET ST

Mailing Address: DEE MARIANNE S
19 ASSABET ST
MAYNARD, MA 01754

Parcel Number: 018.0-0000-0240.0
CAMA Number: 018.0-0000-0240.0
Property Address: 17 SHORE AV

Mailing Address: JOYCE LAWRENCE W
17 SHORE AVE
MAYNARD, MA 01754

Parcel Number: 018.0-0000-0241.0
CAMA Number: 018.0-0000-0241.0
Property Address: 15 SHORE AV

Mailing Address: BRENNAN CAROLYN J
2136 NEWPORT PL NW
WASHINGTON, DC 20037-3001

Parcel Number: 018.0-0000-0242.0
CAMA Number: 018.0-0000-0242.0
Property Address: 13 SHORE AV

Mailing Address: PATRICIA STEELE INCOME ONLY TR
CHERYL S STEELE TRUSTEE
13 SHORE AV
MAYNARD, MA 01754

CARTOGRAPHIC ASSOCIATES, INC.

www.cal-info.com

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9/24/2012

Page 1 of 2

Find Results Report - Maynard, MA



Find Results Report

Town of Maynard, MA

September 24, 2012

Parcel Number: 018.0-0000-0242.A
CAMA Number: 018.0-0000-0242.A
Property Address: 11 SHORE AV

Mailing Address: MC CANN JAMES B JR & ELAINE M
11 N SHORE AVE
MAYNARD, MA 01754

Parcel Number: 018.0-0000-0243.0
CAMA Number: 018.0-0000-0243.0
Property Address: 14 SHORE AV

Mailing Address: EMANUELSON CARL R & DIANA L
14 SHORE AVE
MAYNARD, MA 01754

Parcel Number: 018.0-0000-0244.0
CAMA Number: 018.0-0000-0244.0
Property Address: 16 SHORE AV

Mailing Address: GEREMIAS RONALDO S
16 SHORE AVE
MAYNARD, MA 01754

Parcel Number: 018.0-0000-0245.0
CAMA Number: 018.0-0000-0245.0
Property Address: 14 ASSABET ST

Mailing Address: MACGILLIVARY DAYLE A & JANET L
14 ASSABET ST
MAYNARD, MA 01754

Parcel Number: 018.0-0000-0245.A
CAMA Number: 018.0-0000-0245.A
Property Address: 18 SHORE AV

Mailing Address: SWEENEY-PATRIGIA-E
18 SHORE AVE
MAYNARD, MA 01754

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9/24/2012

Page 2 of 2

Find Results Report - Maynard, MA

Marianne Dee

From: Becky Mosca
Sent: Monday, September 24, 2012 8:34 AM
To: Marianne Dee
Cc: Michael Sullivan (MSullivan@TownofMaynard.net)
Subject: Shore Ave Abutters list

Marianne,

Request for abutters list for Shore Ave.
BOS will have a hearing next week 10/2/12 for approval of Road.
Please let me know when the list is printed.

Thanks,

Becky Mosca
Administrative Assistant
195 Main Street
Maynard, MA. 01754
Phone # (978) 897-1351 Fax # 978-897-8457
Email : bmosca@townofmaynard.net

On Tuesday, October 2, 2012 at 7:15 PM, in the Michael J. Gianotis room, the Maynard Board of Selectmen will hold a Layout Hearing with respect to Shore Avenue, as shown on a plan entitled "Revised Plan, Assabet Heights Development, Stow – Maynard – Massachusetts", prepared by E.W. Pettigrew, dated May 10, 1948, recorded with the Middlesex Registry of Deeds as Plan 1689 of 1948. The purpose of the Layout will be to adopt the roadway as a public way.

Board of Selectmen,
Dawn Capello
Brendon Chetwynd
Mick Hurrey
David Gavin
James Buscemi
Date: 9/24/12, Becky Mosca

Town of Maynard
Commonwealth of Massachusetts

Board of Selectmen

Dawn Capello
Mick Hurrey
David Gavin
James Buscemi
Brendon Chetwynd

NOTICE OF INTENT

DATE: September 24, 2012

CERTIFIED AND FIRST CLASS MAIL

~~(INSERT ADDRESS OF PROPERTY OWNER)~~

RE: Eminent Domain Taking of Shore Avenue

Dear Sent to all abutters.

Reference is made to the above captioned matter. In that regard, the Board of Selectmen hereby notifies you of its intent to issue an Order of Taking for the property consisting of Shore Avenue, as shown on a plan entitled "Revised Plan, Assabet Heights Development, Stow – Maynard – Massachusetts", prepared by E.W. Pettigrew, dated May 10, 1948, recorded with the Middlesex Registry of Deeds as Plan 1689 of 1948. The purpose of the Order of Taking will be to adopt the roadways as public ways. Under G.L. c. 79, § 5C, as the record title holder of this land, you are entitled to this Notice of Intent thirty-days prior to the issuance of the Order of Taking. The Board of Selectmen will hold a public hearing on this matter at Town Hall on October 2, 2012, at 7:15 in room 201, at which the Board will vote on a taking.

If you have any questions of concerns about this matter, please contact Michael Sullivan at msullivan@townofmaynard.net or call 978-897-1375.

Thank you,

Dawn Capello, Chairman
Board of Selectman



COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

SPECIAL TOWN MEETING

To the Constable of the Town of Maynard, in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the voters of said Maynard, to assemble **IN TOWN HALL**, Lower Level, Room 101, 195 MAIN STREET IN SAID town, on Tuesday, October 16, 2012 at 7:00 P.M. then and there to act on the following articles:

SPECIAL NOTICE TO VOTERS

On Monday, October 15, 2012 at 7:00 P.M., a public hearing will be held at the Maynard Town Hall, Michael J. Gianotis Room, Room 201, to discuss with any citizen who desires further information, as to the recommended budget, and any special Articles in the Warrant to which the Finance Committee has made a recommendation. Explanation and discussion concerning these matters may be helpful in the interest of saving time at the Special Town Meeting. Your participation is welcomed.

ADA ADVISORY

Anyone in need of special arrangements for the Town Meeting, such as wheelchair arrangements or signing for the hearing impaired, please contact the Office of the Selectmen at (978) 897-1301 by October 2, 2012 in order for reasonable accommodations to be made.

PROCEDURES AT TOWN MEETING

Order of Articles: Articles are voted on in the order they are presented unless Town Meeting votes to do otherwise.

Secret Ballot Votes: The Moderator determines whether or not an article requires a secret ballot according to Town By-laws. If the Moderator determines that an Open Vote applies to an article, at least 25 voters may request that a secret ballot vote be taken. The request for a secret ballot vote must be made prior to the open vote being taken.

~~**Amending an Article at Town Meeting:** Anytime after a main motion has been made and seconded, but before being voted on, it is possible to amend the main motion:~~

1. Ask the Moderator for recognition.
2. Present a motion to amend verbally and submit a copy of the motion in writing to the Moderator. The motion to amend must include your name as sponsor, any change in appropriation and its source.
3. The motion to amend must be seconded.
4. The motion to amend must be voted on by Town Meeting separately from the main motion.
5. The motion to amend must pass by a simple majority vote.
6. More than one motion to amend can be made to the main motion, but must be presented and voted on one at a time. A motion to amend must be made before the main motion is voted on.
7. After all motions to amend are voted, the main motion, (or as amended), must be voted on.

Reconsider an Article: An article may be reconsidered, that is revoted, **only** within thirty (30) minutes of the time that the main article (motion) was voted on. An article can only be reconsidered once. To reconsider:

1. Ask the Moderator for recognition.
2. Ask for reconsideration within the thirty (30) minute time limit. The Moderator can now finish present business, which may go on beyond thirty (30) minute limit. However, The Moderator shall take up the reconsideration as the next order of business.
3. At the proper time, present your motion for reconsideration and state your name.
4. At the Moderator's option, he can move the motion without further discussion.

NECESSARY MAJORITIES*

9/10 majority is required for unpaid bills of prior fiscal years (Special Town Meeting) that had no appropriation.

4/5 majority is required for unpaid bills of prior fiscal years, (Annual Town Meeting).

2/3 majority is required for all borrowing, land acquisitions or transfers and zoning by-laws.

Simple majority is required for all else, such as: regular By-laws, current appropriations and transfers, unpaid bills of prior years that has money appropriated but arrived to late to be included.

NOTE:

Yes and No votes will only be considered in the calculation of percentages. To figure the percentage, divide the Yes votes by the total Yes and No votes.

Example: 100 Yes, 50 No, and 20 Blanks shall be interpreted as:

$$\frac{100 \text{ Yes}}{100 \text{ Yes} + 50 \text{ No}} = 66.7\% \text{ or } 2/3$$

*Please note these vote quantums are for example only and there may be other types of votes, which fall under each of the categories listed above.

<u>Article #</u>	<u>Title</u>	<u>Department</u>	<u>Appropriation</u>
1	Optional Additional Exemption	Assistant Assessor	None
2	Street Acceptance: Shore Avenue	Board of Selectmen	\$500.00

ARTICLE: 1 **OPTIONAL ADDITIONAL EXEMPTION**

To see if the Town will vote to set the exemption for Clause 17D, Clause 22, Clause 22E, and Clause 37A at 100% of the allowable personal exemption amount in accordance with M.G.L. Chapter 59 Sec. 5.

Descriptions:

17D Elderly, Surviving Spouses, Minor whose father is deceased

22 Veterans and surviving spouses
22E 100% Disabled Veterans and surviving spouses
37A Legally Blind

To do or act thereon.

SPONSORED BY: Assistant Assessor
APPROPRIATION: None
FINCOM RECOMMENDATION:

Comments: This option is an annual decision and must be approved by town meeting. The decision to grant the additional exemption must be made before the approval of the tax rate for the year. This increase was approved for Fiscal Year 2009, 2010 and 2011.


ARTICLE 2: STREET ACCEPTANCE: SHORE AVENUE

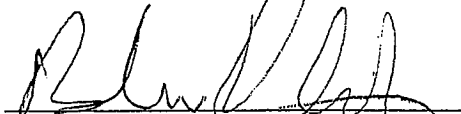
To see if the Town will vote to accept as a Town way Shore Ave, as laid out by vote of the Board of Selectmen on October 2, 2012, and as shown on the plan entitled "Revised Plan, Assabet Heights Development. Stowe - Maynard - Massachusetts" prepared by E.W. Pettigrew, dated May 10, 1948, recorded with the Middlesex Registry of Deeds in Book 7367, Page 367, a copy of which was filed with the Town Clerk not later than seven days prior to this vote, and to authorize the Board of Selectmen to accept or take by eminent domain deeds or easements to use such public way for all purposes for which public ways are used in the Town of Maynard and further to acquire drainage, utility and other related easements, and to authorize the appropriation of \$500.00 to pay for administrative expenses in this connection, or to take any other action relative thereto.

SPONSORED BY: Board of Selectmen
APPROPRIATION: \$500.00
FINCOM RECOMMENDATION:


Comments: This will allow the Board of Selectmen issue an Order of Taking by eminent domain for the property consisting of Shore Avenue for the purpose of accepting Shore Avenue as a public way.

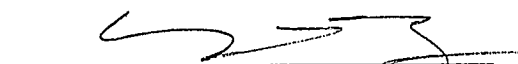
Given under our hands this *25th* day of September in the year Two Thousand and Twelve.



Dawn Capello, Chairman


Brendon Chetwynd, Selectman


James Buscemi, Selectman

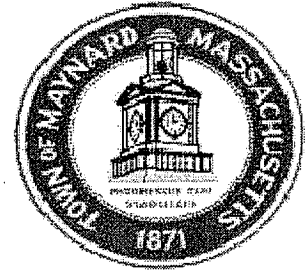

David Gavin, Selectman


Michael "Mick" Hurrey, Selectman

A true copy, Attest  Constable of Maynard.
Lawrence R. Hartnett Jr.

September 27, 2012

Board of Selectmen
195 Main Street
Maynard, Massachusetts
01754



Re; Town Administrator Report

Honorable Board of Selectmen,

Please accept this report as an abridged version of Town Hall activities for the past two weeks;

Chief of Police Contract; I am happy to announce that Chief Dubois contract has been fully executed, please note his starting salary will be \$114,500, he will have fourteen "time away" days for the first year. "Time away" or flex-time as it is often referred to corporately, is an amalgamation of all the sick, vacation or personal time. Given that until recently officers were getting fifteen sick days alone and the fact there is no "buy-out" or accumulation cause the overall and annual cost is reduced precipitously.

Chief Dubois will be on the job officially Saturday September 29th, furthermore he will be in the station. To have him voluntarily start work on a Saturday, speaks to a number of admirable qualities, such as leadership, work ethic, selflessness, which will serve the community well. Congratulations to the Board of Selectmen in showing leadership in respect to this hire.

Finance Committee Budget Hearings; This past Monday I attended the FinCom meeting and presented the idea of the Finance Committee having some November/December high level discussions in regard to the Fiscal Year 2014 budget preparation. They were very supportive of the idea and seemed to appreciate the chance to take an earlier role in the procedure. These discussions would have major departments (i.e. schools, fire, police, DPW) attend a meeting to go over in detail what they will need to sustain an appropriate level service in the coming year.

These hearings would be open to the public and from these discussions the FinCom would make recommendations to the Town Administrator. The Administrator will be able to use these directives to build a strong foundation for the FY 14 General Fund Budget.

Community Preservation Commission Submittals; On Wednesday evening I attended the Community Preservation Committee meeting and submitted the proposal as instructed. The Veteran's Housing was received warmly and received great support. The "Recreational Campus" master plan design on the 200 acres surrounding the schools, for \$65,000 was more subdued, but the committee assigned Jane Neuhauser to do further research. The Tobin Park Bridge refurbishing request for \$60,000 was discussed as to its importance to the ARRT project, the low to moderate income in the general area and as a visual access to the Assabet. There

were a fair amount of submittals to the CPC for various projects. They will review and advise all who submitted as to whether they should present a final application in due course.

LEPC; At the recent Local Emergency Planning Meeting there were extensive preparedness discussions around the Octoberfest Fireworks. Police Lt Jim Dawson and Fire Chief Stowers seemed to have covered all the bases to make this safe event for all attendees.

There was also a discussion in regards to the new Fire Command Vehicle that has been ordered and expected to arrive in five weeks and the new ambulance contract which was only awarded recently, but will arrive in eight to ten weeks. These new emergency tools will benefit all of LEPC efforts.

Upcoming events and projects, discussions for both 129 Parker (mixed development rental housing/retail) and 109 Powdermill Road (rental housing) development possibilities continue to proceed. The developers on both these projects would like to see a shovel in the ground by this spring. We hope that both groups have proposals before planning in the next few weeks.

Respectfully submitted,

Michal J. Sullivan
Town Administrator, Maynard

k.) Lowell Regional Transit Authority Meeting Notice

6. Consent Agenda (7:10)

a.) MBA Memorandum of Agreement

b.) Review CPC Applications

7. Public Hearing 7:15 PM -- Layout Hearing Shore Ave.

8. Discuss Software for Municipal Services, Kevin Sweet, ATA

9. Special Town Meeting Warrant, October 16, 2012 (7:50)

~~10. Open Positions~~

a.) Town Accountant

b.) DPW Superintendent Interim Strategy

11. Town Administrator's Report

12. Old/New Business

13. Chairman's Report

a.) Budget Process, FinCom

b.) TA Communication Policy

14. Executive Session, Personnel Contract, TA

15. Adjourn

Submitted

Michael J. Sullivan

Town Administrator, Maynard